

MAINTENANCE REQUEST FORM

Date of request: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Description of Maintenance Item (if appliances, provide brand, model and serial number):

***) Please complete all details on this form and return to your property manager with photos and/or video.**

***) Please note you may be liable for any charges if the damage is found to be user fault or if our technician found no fault with the item.**

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Office use only

Contractor assigned: _____

Date completed: _____

Comments:

